

# *U.S. NUCLEAR REGULATORY COMMISSION*

## *DIRECTIVE TRANSMITTAL*

**TN:** DT-06-10

To: NRC Management Directives Custodians

Subject: Transmittal of Directive 13.2, "Facility Management"

Purpose: Directive and Handbook 13.2 are being revised to include a policy on the "Naming and Dedication of NRC Rooms."

Office and  
Division of Origin: Office of Administration  
Division of Facilities and Security

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Directive: 13.2 Facility Management

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# Facility Management

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Directive

13.2

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## Contents

Policy .....	1
Objectives .....	1
Organizational Responsibilities and	
Delegations of Authority .....	2
Commission .....	2
Executive Director for Operations (EDO) .....	2
Deputy Executive Director for Information Services and Administration	
and Chief Information Officer (DEDIA) .....	2
Director, Office of Administration (ADM) .....	2
Regional Administrators .....	3
Director, Division of Facilities and Security (DFS), ADM .....	3
Applicability .....	4
Handbook .....	4
References .....	5



# U. S. Nuclear Regulatory Commission

Volume: 13 Transportation, Facilities, and  
Property

ADM

## Facility Management Directive 13.2

### Policy (13.2-01)

It is the policy of the U.S. Nuclear Regulatory Commission to provide efficient and effective operation and maintenance of NRC-controlled real property and to comply with provisions in the Federal Management Regulation (FMR) and other Federal regulations and laws pertaining to the operation, maintenance, repair, alteration, and administration of buildings and grounds.

### Objectives (13.2-02)

- To manage NRC facilities under the Delegation of Authority Agreements from the General Services Administration (GSA) to the NRC, dated February 20, 1987, December 16, 1992, June 24, 1994, and August 18, 2003, as amended. These agreements transfer facility management and rental agreement oversight responsibilities for designated facilities occupied by NRC. (021)
- To centrally control and manage space at Headquarters and make decisions on space utilization and space allocation for the agency. (022)
- To provide interagency liaison with GSA for space acquisition and to ensure that those facilities occupied by NRC and managed by GSA receive client services under the FMR and all applicable rental agreements. (023)

Organizational Responsibilities and  
Delegations of Authority  
(13.2-03)

Commission  
(031)

Approves the naming and dedication of NRC rooms and exterior spaces.

Executive Director for Operations (EDO)  
(032)

Approves agencywide policies and goals to ensure that NRC-occupied facilities are maintained under all applicable laws and regulations.

Deputy Executive Director for  
Information Services and Administration  
and Chief Information Officer (DEDIA)  
(033)

Establishes agencywide policies and goals to ensure NRC-occupied facilities are maintained under all applicable laws and regulations, established space standards are adhered to, and space is utilized to its maximum efficiency.

Director, Office of Administration (ADM)  
(034)

- Manages NRC facilities management programs. (a)
- Serves as NRC's designated representative for the authorities delegated from GSA to NRC and other issues related to facility management. (b)
- Approves the assignment of space for all Headquarters and regional office programs. (c)

Organizational Responsibilities and  
Delegations of Authority  
(13.2-03) (continued)

Director, Office of Administration (ADM)  
(034) (continued)

- Establishes office space standards that are used to determine space allocations for Headquarters, regional offices, and contractors. (d)

Regional Administrators  
(035)

- Implement facility management policies and procedures in their regions to ensure compliance with applicable laws and regulations. (a)
- Serve as the NRC liaison official in their regions on State, county, and local issues regarding facility management programs. (b)
- Ensure that the landlord delivers facility management services for NRC-occupied buildings in accordance with the terms of the rental agreement. (c)
- Submit requests for additional or replacement space to the Director of ADM for review and approval to ensure that these requests comply with NRC's space allocation standards. (d)

Director, Division of Facilities and  
Security (DFS), ADM  
(036)

- Ensures that NRC's facilities management program is in compliance with all laws and regulations that apply and provides guidance to regional offices regarding space management policy and regulation. (a)

Volume 13, Transportation, Facilities, and Property  
Facility Management  
Directive 13.2

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Organizational Responsibilities and  
Delegations of Authority  
(13.2-03) (continued)

Director, Division of Facilities and  
Security (DFS), ADM  
(036) (continued)

- Provides recommendations to the Director of ADM regarding requests from regional offices for additional or replacement space. (b)
- Approves budget plans for the facilities management program at NRC Headquarters. (c)
- Serves as the primary contact with GSA headquarters and other Federal agencies for all facilities-related issues. (d)
- Centrally manages and controls all NRC-assigned space, ensuring adherence to established space standards. (e)
- Assigns and reallocates space for offices at Headquarters to satisfy programmatic requirements. (f)
- Reviews requests for space from offices and makes recommendations to the Director of ADM regarding the assignment of space. (g)

Applicability  
(13.2-04)

The policy and guidance in this directive and handbook apply to all NRC employees.

Handbook  
(13.2-05)

Handbook 13.2 contains information and guidelines for the policies and procedures related to agencywide space and buildings' acquisition and use.

References  
(13.2-06)

*Code of Federal Regulations—*

41 CFR Chapter 101, “Federal Management Regulation,”  
Subchapter C, “Real Property.”

41 CFR 101-17, “Assignment and Utilization of Space.”

41 CFR 101-18, “Acquisition of Real Property.”

41 CFR 101-19, “Construction and Alteration of Public  
Buildings.”

41 CFR 101-19.6, “Accommodations for the Physically  
Handicapped.”

41 CFR 101-19.6, Appendix A, “Uniform Federal Accessibility  
Standards (UFAS).”

41 CFR 101-20, “Management of Buildings and Grounds:  
101-20.107, Energy Conservation.”

41 CFR Subpart 101-21.49, Appendix to Subchapter D,  
“Temporary Regulations.”

48 CFR 23.2, Federal Acquisition Regulation, “Energy  
Conservation.”

Executive Orders

12759, “Federal Energy Management,” April 17, 1991.

12902, “Energy Efficiency and Water Conservation at Federal  
Facilities,” March 8, 1994.

13123, “Greening the Government Through Efficient Energy  
Management,” June 8, 1999.



Volume 13, Transportation, Facilities, and Property  
Facility Management  
Directive 13.2

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References

(13.2-06) (continued)

Other Documents

Adequate Public Facilities Agreement signed by White Flint North Limited Partnership, the Montgomery County Planning Board, and the United States Government through GSA and the NRC, October 28, 1991.

Delegation of Authority from GSA to NRC, as amended, to include the OWFN, TWFN, and NRC Warehouse buildings as a single delegation agreement.

Department of Energy Organization Act, Title III, "Transfer of Functions," August 1977 (Pub. L. 95-91).

GSA's Revised Operational Evaluation Guidelines, August 4, 1995.

OFPP Policy Letter No. 76-1, "Federal Procurement Policy Concerning Energy Policy and Conservation," August 6, 1976, and Supplement No. 1, July 2, 1980.

U. S. Nuclear Regulatory Commission Documents

NRC Headquarters Occupant Emergency Plan, April 2003.

NUREG/BR-0118, "The White Flint North Complex" (An Owners' Manual), Rev. 1, not dated.

*United States Code*

Americans With Disabilities Act of 1990, as amended (42 U.S.C. 4151 et seq.).

The Architectural Barriers Act of August 12, 1968 (Pub. L. 90-480).

## References

(13.2-06) (continued)

Energy Policy Act of 1992 (Pub. L. 102-486).

Energy Policy and Conservation Act, Section 381, "Federal Energy Conservation Programs," December 1975 (Pub. L. 94-163).

Federal Energy Management Improvement Act of 1988 (Pub. L. 100-615).

Federal Property and Administrative Services Act of 1949, as amended (41 U.S.C. 251 et seq.).

National Energy Conservation Policy Act of 1978 (Pub. L. 95-619).

Public Buildings Act of 1959, as amended (Pub. L. 86-249).

Public Buildings Cooperative Use Act of 1976 (Pub. L. 94-541).

The Rehabilitation Act of 1973, as amended through October 21, 1986, Sections 502, 506, and 507 (29 U.S.C. 792, 794(b) and (c)).

# Facility Management

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## Handbook

13.2

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## Contents

Facility Management .....	1
Building Management (A) .....	1
Operation and Maintenance (1) .....	1
Environmental Health and Safety (2) .....	2
Space Management (B) .....	4
Space Acquisition, Allocation, and Release (1) .....	4
Space Planning Services (2) .....	5
Additional Space Requests (3) .....	5
Alterations and Repairs (4) .....	6
Process for Naming and Dedication of NRC Rooms (5) .....	6

## Facility Management

### Building Management (A)

#### **Operation and Maintenance (1)**

The General Services Administration (GSA) transferred to NRC the facility management responsibilities for designated real property that NRC occupies. The Division of Facilities and Security (DFS), ADM, through the development and implementation of plans and programs, ensures that NRC-occupied facilities are effectively managed and support the mission of the agency. These responsibilities include the day-to-day operation and management of the White Flint Headquarters complex; administration of the lease of the NRC Warehouse and other NRC facilities owned or leased through GSA; functions such as space planning, acquisition, and alteration; operation and maintenance of mechanical, electrical, and fire protection systems; and janitorial services and ground maintenance. (a)

The White Flint complex comprises approximately 600,000 gross square feet of office space. Special support facilities include computer rooms, the Operations Center, hearing rooms, the print shop, cafeterias, and facilities with unique service requirements (e.g., the fitness center and the daycare center). In addition, there is a garage, measuring 350,000 square feet, for more than 1100 vehicles. (b)

DFS manages all aspects of the day-to-day operations of the White Flint complex. These operations are carried out by the NRC's two commercial facilities management contractors, one for operations and maintenance services and the other for custodial services. (c)

The White Flint complex contains state-of-the-art equipment for all critical areas, including heating, ventilation, and air conditioning; elevators; environmental controls; fire alarms; and emergency

## Building Management (A) (continued)

### **Operation and Maintenance (1) (continued)**

notification systems. In managing the White Flint complex, DFS establishes and implements programs for the following: (d)

- **Preventive maintenance.** Operating equipment is serviced periodically to avoid shutdown or malfunction of equipment and to maintain its operating efficiency. (i)
- **Routine and emergency building repairs.** These repairs safeguard NRC property against deterioration and ensure the health and safety of NRC employees. (ii)
- **Cleaning and janitorial services.** These services are provided inside and outside the complex to maintain a clean and attractive workplace. (iii)
- **Trash and snow removal.** These services ensure clean and safe conditions in the work environment. (iv)
- **Pest control.** NRC-occupied buildings are inspected regularly to eliminate pest and insect infestation. (v)
- **Grounds maintenance.** NRC property is maintained to provide an attractive site. (vi)
- **The FIXIT program.** This program allows employees to report building problems directly to the onsite contractors. Building service problems include spills, overflowing sinks, lights out, and air temperature control. (vii)

### **Environmental Health and Safety (2)**

The following plans and procedures facilitate a safe and healthy work environment for Headquarters employees.

Building Management (A) (continued)

**Environmental Health and Safety (2) (continued)**

**Occupant Emergency Plan (a)**

This plan contains the procedures for responding to building emergencies and for safely evacuating occupants from the buildings during emergencies. It details the duties of officials responsible for implementing the procedures. The types of emergencies covered by the plan include fires, bomb threats, natural disasters, demonstrations, enemy attacks, high winds, electrical power outages, hazardous spills, and any other condition that could harm or threaten the occupants of the White Flint complex and other NRC facilities. Periodic evacuation drills are conducted to ensure that employees and members of the evacuation team are kept current on procedures.

**Quality Assurance and Systems Monitoring (b)**

Random quality assurance and quality control inspections ensure a high level of dependability of building systems and physical conditions. They also provide information regarding the effectiveness of specific operations and maintenance activities.

**Annual Building Safety Inspection Program (c)**

The NRC Safety and Health Manager, in conjunction with a union representative, conducts an annual inspection of the buildings at Headquarters to verify that the buildings comply with applicable standards and to identify problem areas. In response to the findings and recommendations of this report, ADM prepares a corrective action plan to address each safety problem identified in the report.

**Air and Water Quality Testing (d)**

The testing is done periodically to ensure that air and water quality comply with applicable standards. Temperature and humidity also

## Building Management (A) (continued)

### **Environmental Health and Safety (2) (continued)**

are tested periodically to ensure general comfort and compliance with Federal guidelines for the conservation of energy. The building temperature is generally set between 74° and 78 °F for summer cooling and between 68° and 72 °F for winter heating.

### **Lighting and Acoustics Testing (e)**

Lighting and noise levels are tested on an as-needed basis to ensure acceptability in and around employee workstations. Modern fluorescent lighting reduces the problem of glare, and systems furniture reduces the volume of noise.

## Space Management (B)

### **Space Acquisition, Allocation, and Release (1)**

Space plans must meet the functional needs of NRC organizations and employees and ensure that all health and safety code requirements are accommodated. Space is acquired and released through the GSA in accordance with the provisions of the Federal Management Regulation (FMR). An organization's space allocation is determined by a space requirements analysis. The standards for allocating space in the agency include an employee's grade and position and an organization's special requirements for conference rooms, central locations for files, and computer rooms. (a)

The FMR, which includes the Uniform Federal Accessibility Standards (41 CFR 101-19.6) for facility accessibility by physically handicapped persons, provides specific guidelines for Federal and federally funded facilities. (b)



## Space Management (B) (continued)

### **Space Planning Services (2)**

DFS provides a broad range of space-planning services for NRC, including— (a)

- Assignment and utilization of office space (i)
- Design service to support changes to office space (ii)
- Development, coordination, and implementation of construction projects (iii)

Facility services may be obtained by submitting to DFS an NRC Form 30, "Request for Administrative Services," which may be accessed through the online forms icon. The form should contain a brief description of the work required and/or the problem to be corrected. DFS will notify the requester in writing of the name and telephone number of the assigned project manager and the project number of the request for future reference. The project manager will work with the requester to develop a design solution that meets the functional requirements of the request. After the design solution has been approved by the requester, DFS will coordinate implementation of the design. (b)

DFS also provides the regional and other offices with support related to lease renewal, acquisition of additional space, office relocation, space design and construction, and facility operational issues. (c)

### **Additional Space Requests (3)**

Requests for additional space are evaluated on a case-by-case basis using the results of the space requirements analysis and the functional needs of the organization. Reasons for requesting additional space or modification to existing space include reorganizations and accommodating special needs, such as a task force group.

## Space Management (B) (continued)

### **Alterations and Repairs (4)**

Alterations and/or repairs to Headquarters space may be requested on NRC Form 30. The justification must state the problem being addressed by the request and the manner in which the proposed alteration or repair will solve the problem. (a)

An NRC organization may request an alteration for any of the following reasons: (b)

- To improve space utilization (i)
- To remove or abate recognized safety hazards (ii)
- To accommodate special equipment or systems (iii)
- To accommodate the reorganization or relocation of organizational units (iv)
- To provide reasonable accommodations for employees with disabilities (v)

The requester should submit the completed NRC Form 30 to DFS so that a cost estimate can be made and the staff can obtain information to prepare preliminary drawings and specifications. Final review and approval by the requester and DFS are necessary before construction begins. (c)

### **Process for Naming and Dedication of NRC Rooms (5)**

#### **Purpose and Scope (a)**

The purpose of this process is to provide guidance to NRC staff on the authority, criteria, and procedures for the naming and dedication of NRC rooms and exterior spaces in recognition of deceased former NRC employees. This process does not include the naming of federally leased or owned buildings. Naming a Federal building requires congressional approval. (i)

Space Management (B) (continued)

**Process for Naming and Dedication of NRC Rooms (5)**  
(continued)

NRC Management Directive 13.2, "Facility Management," the Federal Management Regulation (FMR), and other Federal regulations and laws provide additional guidance on Federal buildings and space management issues. NRC has the authority to manage NRC facilities under the delegation of authority agreements from the General Services Administration (GSA) to NRC, dated February 20, 1987, December 16, 1992, June 24, 1994, and August 18, 2003, as amended. These agreements transfer facility management and rental agreement oversight responsibilities for designated facilities occupied by NRC to NRC. (ii)

**Definitions (b)**

The following definitions apply to the criteria:

**The NRC Commission** is the NRC Chairman and the Commissioners.

**NRC room** is a room (e.g., auditorium, hearing room, conference room, exhibit area, etc.) or exterior space (e.g., childcare playground, plaza area, etc.).

**Recognition of a person** is the naming of a room or exterior space to honor a person for extraordinary career contributions to NRC.

**Criteria (c)**

NRC Commission has the sole authority to approve the naming of NRC rooms and exterior spaces. No memorial or plaque recognizing any person will be erected in any room or exterior space without the prior written approval of the NRC Commission. (i)

Space Management (B) (continued)

**Process for Naming and Dedication of NRC Rooms (5)**  
(continued)

Rooms and exterior spaces may be named in recognition of a deceased person who has made extraordinary career contributions to NRC and meets the following minimum criteria: (ii)

- Ten or more years of service as an NRC employee or 7 or more years as member of the NRC Commission;
- Made extraordinary career contributions to NRC;
- Personal character befitting such an honor of special recognition; and
- Deceased for at least 3 years.

The naming will not be based on monetary gifts or political considerations. (iii)

The NRC organization, the deceased person's family, and others affected by the proposed name will be fully consulted during the consideration of a proposal to name a room or exterior space. (iv)

No commitment or announcement for naming will be made before the NRC Commission approves the naming. (v)

The complete legal name of the person being recognized must be used (e.g., John William Jones). Nicknames and initials must not be used. The last name of the person honored may be used in referring informally to the room. (vi)

In addition to the person's full name, the commemoration plaque should include, as appropriate, a brief inscription describing the person's contribution to NRC and the time of service to NRC. (vii)

Space Management (B) (continued)

**Process for Naming and Dedication of NRC Rooms (5)**  
(continued)

Plaque materials, letter type and technique, color, finish, graphic layout, size, and spacing must be uniform and conform with the GSA guidelines for signs in the building. (viii)

Function will be included in the name of a room whenever feasible and appropriate (e.g., The John William Jones Auditorium). (ix)

After a room is named for a person, it will not subsequently be renamed unless a compelling reason exists. The proposal to rename a room must include a strong justification and undergo the procedures outlined in this process. (x)

**Procedures (d)**

Proposals for naming NRC rooms and exterior spaces in recognition of a person who has made extraordinary career contributions to NRC may be submitted by any NRC employee at any time through his or her management chain in writing to the Director of ADM. (i)

The nomination should include a one-page merit-based justification addressing the criteria contained in this process (Section (B)(5)(c), "Criteria," of this handbook), as well as relevant supporting documentation and a description of the consultative process followed when preparing the nomination. (ii)

The Director of ADM will review and assess proposals for naming NRC rooms and exterior spaces in recognition of persons. (iii)

The Director of ADM will ensure that the eminence, reputation, character, and integrity of the person is carefully researched and validated. (iv)

Space Management (B) (continued)

**Process for Naming and Dedication of NRC Rooms (5)**  
(continued)

The Director of ADM will ensure that NRC organization heads and others affected by the proposed name (i.e., the family of the deceased person, etc.) are fully consulted in the process of developing a final recommendation package for the NRC Commission's consideration. (v)

The Director of ADM will make a recommendation to the Executive Director for Operations (EDO). If the EDO endorses the recommendation, the EDO will present it to the NRC Commission for approval, along with supporting documentation. (vi)

The NRC Chairman will sign a memorandum on behalf of the NRC Commission officially approving or disapproving the naming. (vii)

If approved, appropriate communication on the naming will be made prior to the installation of the plaque, for example, an agency announcement, a press release, and so on. (viii)

The room-naming proposal package, with background documents and the memorandum of approval/disapproval signed by the NRC Chairman on behalf of the Commission, will be maintained by ADM as a historical record. (ix)

Nothing in this management directive disallows the ability of the Commission to act on its own to name a room or exterior space within the NRC complex. (x)